

City of Pembroke Pines Recreation & Cultural Arts Department
Civil Applicant Payment System (CAPS) Procedures for **VECHS Level II Background Checks**

NAME AS ENTERED INTO VECHS: _____

1. Go to <https://caps.fdle.state.fl.us> on the internet.
2. Click the orange **Begin Payment Process** (Step 1 of 4).
3. Enter the **Transaction Control Number (TCN)** given to you at time of fingerprinting: **70LX06-000000-_____**
4. Enter the first name **EXACTLY** as formatted in livescan submission.
5. Enter the middle initial **EXACTLY** as formatted in livescan submission.
6. Enter the last name **EXACTLY** as formatted in livescan submission. Click "**Proceed to Step 2 of 4**".
7. If the FDLE CWCS application has not received the corresponding livescan transaction **or** there is a problem with **any** of the information entered an appropriate error message will be displayed. Correct any mistakes. (Incorrect names, TCN, etc.) **Example below.**

70CS12FL1051316144155

WARNING! THE TRANSACTION CONTROL NUMBER (TCN) YOU HAVE ENTERED WAS NOT FOUND. PLEASE ENSURE THAT YOU ENTERED THE NUMBER CORRECTLY AND TRY AGAIN. IF THE TCN IS ENTERED CORRECTLY, THEN THE SUBMITTED LIVESCAN TRANSACTION HAS NOT YET BEEN RECEIVED BY FDLE. THE PAYMENT PROCESS CANNOT BE COMPLETED UNTIL THE TRANSACTION HAS BEEN RECEIVED. PLEASE TRY AGAIN LATER.

The TCN is provided by the fingerprinting entity.

8. Complete the payment and billing information. Select the checkbox to agree to be taken to a secure credit card processing site, then click "**Proceed to Step 3 of 4**".
9. Complete all required fields with credit card information. Click "**Process card**". Once your payment has been processed, you will be redirected back to the FDLE website for their receipt. **The cost is \$_____.**
10. Once the payment has been accepted a receipt will be generated and sent to an email address you provide. **Keep this receipt for your records** (see example below). Should you have any questions please contact applicantchecks@fdle.state.fl.us or call (850) 410-8161.



Step 4 of 4 - You've successfully completed the payment process and returned to the FDLE website

★ Thank you for your payment. Please print this page as a receipt and retain for your records. Click on the printer icon in the upper-right to print the receipt, or enter an email address below to send a copy of the receipt.

Customer Information

Name	Jimmy Sims
Address	3224 Oak Lane Tallahassee, FL 32308

Transaction Information

CWCS TCN #	70TESTCMM0000397
CCService Order #	A1244915
Authorization #	0XXXXA
Time of Authorization	11/21/2013 1:14:21 PM
Amount Paid	\$64.50

Email Receipt To:

For questions or concerns regarding this application, please contact a member of the CWCS Operational Team at 850-410-8161 or ApplicantChecks@fdle.state.fl.us